

**CITY OF BELMONT**

**ACCOUNTING TECHNICIAN III**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

To assist finance professionals in ensuring accuracy, completeness and timely processing in the areas of municipal finance, including but not limited to, the specialized fields of Accounting, Payroll, Collections and Purchasing.

This class is distinguished from the Accounting Technician I/II series by the increased independence of action and concurrent increase in the consequence of error. The class requires additional training and practical experience in order to perform the critical aspects of the class. This class is the journey level and will interact with the Accounting Technician I/II series as lead member.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from Assistant Finance Director/Controller and is expected to provide guidance and mentoring to Accounting Technician I/II series.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** - - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:** *Position may be assigned to any one or more of the following areas:*

**Accounting-Bookkeeper:**

Prepare and post entries to ledgers and journals as necessary; reconcile accounts on routine basis.  
Assist with the preparation of monthly and annual financial and budgetary reports and statements.  
Maintain fixed asset records.  
Prepare work papers and perform analyses in support of Annual Audit and Budget.  
Prepare cash and investment reports.  
Perform grant accounting.

**Accounting-Payables:**

Reviewing and recording accounts payable.  
Issue vendor checks and encumber appropriated funds  
Verify availability of funds; process budget transfers.  
Prepare reports in support of accounts payable operations.  
Complete Form 1099 as required.  
Prepare work papers and perform analyses in support of Annual Audit.

**Accounting-Payroll**

Review, enter, proof payroll data and issue paychecks and electronic payroll deposits.  
Prepare retirement and insurance reports.  
Review and monitor deferred compensation programs.  
Submit payroll distributions for posting.  
File Federal and State wage and benefit reports, taxes and returns.  
Prepare work papers and perform analyses in support of Annual Audit and Budget.  
Consult with and assist Human Resources Department as needed in an effective and efficient manner.

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*Collections:*

Prepare files and related documents on collection accounts.  
Analyze billing and payment data and compute balances due.  
Correspond with customers concerning past due balances.  
Coordinate and centralize the collection activity for the City and its agencies.  
Issue final demand letters, and initiate and represent City and its agencies in Small Claims Court actions.  
Perform asset searches, oral examinations, wage garnishments, till taps and other levies and seizures.  
Analyze ability of debtor to pay and determine most appropriate manner of collection.  
Recommend account adjustments and write-off's to supervisors.  
Coordinate bankruptcy actions with others.  
Prepare reports in support of collection activities and as otherwise directed by supervisors.

*Purchasing:*

Maintain the central purchasing system, including the preparation of various purchasing reports.  
Update the vendor file and qualified bidders lists as necessary.  
Encumber and verify appropriated funds.  
Audit payment authorizations against outstanding purchase orders.  
Prepare purchase order and related purchasing documents.  
Arrange for the disposal of surplus salvage material or equipment by auction or bid.  
Manage the receipt, storage, and issuance of equipment, materials, supplies, parts or tools and maintain the records for the central store room.  
Maintain inventory of fixed assets.  
Coordinate the solicitation, evaluation and recommendation of bids.

**Marginal Functions:**

*Accounting-Bookkeeper:*

Assist with the audit of internal and external accounting records, including those of special districts, related agencies and taxpayers.  
Maintain expenditure controls on budgets and provide related assistance in support of the budgeting process.  
Consult on technical matters with user departments, supervisors and others.  
Assist in designing and developing systems and procedures which promote efficiency and effectiveness and perform related work, including those duties listed under other accounting fields, as required.

*Accounting –Payables:*

Consult on technical matters with user departments, supervisors and the public.  
Assist in designing and developing systems and procedures that promote efficiency and effectiveness and perform related work, including those duties listed under other accounting fields, as required.

*Accounting-Payroll:*

Perform ancillary accounting tasks as requested by supervisors.  
Assist in designing and developing systems and procedures that promote efficiency and effectiveness and perform related work, including those duties listed under accounting fields, as required.

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**Collections:**

Advise supervisors and others of trends, new developments, operational and compliance issues related to the field.

Provide leadership and functional oversight to revenue related Accounting Technician I/II positions.

Perform ancillary finance activities as requested by supervisors.

Assist in designing and developing systems that promote efficiency and effectiveness and perform related work as required.

**Purchasing:**

Perform ancillary finance tasks as requested by supervisors.

Assist in designing and developing systems and procedures that promote efficiency and effectiveness and perform related work as requested.

**QUALIFICATIONS**

**Knowledge of:**

Principals and practices of governmental accounting

Collections, payroll and purchasing, as appropriate.

Modern office methods, practices and equipment, automated financial and management information systems.

Federal, State and municipal laws and regulations.

Resources and industry references and municipal budgeting and accounting procedures and practices.

**Ability to:**

Maintain confidentiality of sensitive material.

Analyze specific problems and situations.

Adopt effective procedures to resolve problems.

Prioritize work and meet deadlines.

Communicate effectively, both orally and in writing.

Maintain composure and exercise good judgement in dealing with supervisors, peers and the public.

Assist and work effectively with others.

Collect and compile financial and budgetary reports.

Maintain accurate records and files.

Make mathematical calculations, postings and comparisons accurately and rapidly.

Establish and maintain effective and efficient financial systems as they relate to the field.

Train and functionally supervise the activities of others in junior capacities.

Present reports and represent the department as requested.

Operate a 10 key calculator and computer keyboard with speed and accuracy.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Completion of the requirements for an Associate of Arts degree in business or accounting and three years experience in an equivalent or subordinate position, or an equivalent combination of education and experience. Incumbents must be bondable.

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**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens

**Physical Conditions:**

Intensive exposure and use of personal computer and 10 key calculator. Essential and marginal functions may require maintaining condition necessary for sitting for prolonged periods of time; near visual acuity for operating computerized accounting systems